

S-E-C-R-E-T

31 January 1963

MEMORANDUM FOR: Bureau Chiefs

FROM: Chief, FBIS

SUBJECT: Letter of Information

GENERAL

1. Budget Problem: FBIS faces a division-wide shortage of money for the remainder of the current fiscal year as a result of a general tightening and reallocation of funds throughout the Organization to meet many unforeseen commitments. It may become necessary for FBIS to take unusually stringent measures to avoid a serious deficit. Therefore, all bureau chiefs should carefully review their planning to effect all possible savings. The memorandum to all bureau chiefs dated 26 November 1962 on the subject of FY 63 funds must be strictly observed. The cooperation of all personnel is earnestly requested. []

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2. Communications:

a. Pacific communications continue to be a major source of concern. A seriously adverse development pertaining to FBIS restoration priorities with consequent pre-emption of FBIS allocated channels has been the subject of considerable headquarters negotiation. The problem has been referred to the DD/I and DDCI, and approaches have been made to the J-2 and the J-6 of the Joint Chiefs of Staff. The merits of our case for higher restoration priorities are generally recognized; at the moment resolution of the problem in FBIS's favor awaits clarification of jurisdictional proprieties within the Pentagon. []

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b. Bureaus filed 28 "OO" items to Washington during December 1962. There were no "YY" items filed. Average transit time to Washington (message sign-off to time of receipt) follows: Key West, 3 "OO", 10 minutes; London, 2 "OO", 4 minutes; Mediterranean, 2 "OO", 3 minutes; Okinawa, 9 "OO" (via allocated channel), 14 minutes; Panama, 2 "OO", 18 minutes; Saigon, 1 "OO", 3 hours 34 minutes; West Coast, 9 "OO", 7 minutes. []

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3. Disarmament Conference Support: The propaganda analysis support service to the Agency representative with the Geneva disarmament delegation was suspended for the period of the conference recess, 21 December to 12 February. []

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4. Field Bureau Special Studies: A study of Hanoi propaganda on defoliation activities in South Vietnam was prepared by the Saigon Bureau at the request of the U.S. Adviser Detachment to the Field Command, Army of South Vietnam. The conclusions of the study were given general dissemination through their incorporation in an article in the SURVEY. Another SURVEY article was built around an Austrian Bureau review of the manner in which European Satellite newspapers handled some major Soviet and Chinese Communist polemical documents. [redacted]

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5. Propaganda Report Index: Index No. 11 of Radio Propaganda Reports, covering the period January through December 1962, was issued on 2 January. The index includes an appendix listing World Reaction Series supplements to the Daily Report published during the year. [redacted]

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6. Daily Report Area Supplements: A 27 December supplement included the material from the Eighth Congress of the Hungarian Communist Party. A second supplement on 9 January, comprised the text of First Secretary Novotny's accountability report to the Twelfth Congress of the Czechoslovak Communist Party. [redacted]

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7. Daily Report "New Look": The Daily Report plans to begin production of the Latin America book with a new typing and printing method in late January. This will be a pilot project to determine whether it can be used for all Editorial Branch publications. The new procedures include producing a punched tape in initial typing of Daily report material on flexowriters, correction of the tape after proofing, and the final runoff of error-free mats for offset printing. The new method will double the amount of material on each page through the use of smaller type. The general appearance will be further improved by having professionally printed pages bound in magazine style. [redacted]

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8. Standing Requirements: A consolidated list of standing requirements currently in force for all FBIS components was drawn up by the Liaison and Requirements Staff for distribution in the latter half of January. Hereafter, this list will be revised and disseminated every six months, with the list of lateral services performed by field bureaus revised and disseminated in the intervening six months. [redacted]

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9. Press Intercepts: [redacted]

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[redacted] please change all references to the Field Operations Staff to the Liaison and Requirements Staff. [redacted]

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10. Economic Abstracts: [redacted]

[redacted] please add the following as section "e" under paragraph 1: "Two carbon copies of all processed economic abstracts should be airpouched or airmailed on a weekly basis to FBIS Headquarters, P.O. Box 2604, Washington 13, D.C., in an envelope marked ECONOMIC ABSTRACT CARBONS." These envelopes are forwarded directly to ORR. [redacted]

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11. Target Lists: In view of the paucity of consumers' submission of targets following the discontinuance of the Weekly Target List, it has been decided henceforth to generally limit the relay of unclassified targets to administrative messages on the wire and classified targets on the new forms by pouch. [redacted]

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12. Havana Parade on TV: At the request of the Defense Intelligence Agency and other consumers, special arrangements were made to have Key West Post's videotape recording of the 2 January Havana parade flown to Washington and screened for interested consumers the following morning. OCR advises that there was "tremendous" interest in the tape, reflected in several requests for duplicate tapes, filmed excerpts, and some 300 still pictures. At least one piece of Soviet hardware shown on the tape had never been photographed before. [redacted]

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13. Publication by FDD: Arrangements have been made to continue to pass certain categories of items to Foreign Documents Division for publication in other reports. This includes significant material extracted from Soviet regional radio reports of local budgets and lengthy leader speeches processed from press scrutiny; for example, the 85,000-word speech by East German Party Secretary Ulbricht on 15 January. [redacted]

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14. "White Book" Distribution: A revised distribution list of the unofficial Daily Report prepared at the beginning of the 88th Congress shows that 14 Senators, 7 Representatives, and 7 committee staffs now receive the book. [redacted]

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15. Egyptian Propaganda: On 3 January a special paper on FBIS impressions of Egyptian anti-Israeli propaganda during 1962 was prepared for Dr. Neilson Debevoise, Chief of the Information Liaison Staff of the National Security Council. [redacted]

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16. Coverage Schedule: Issuance of "Revisions to the FBIS Coverage Schedule" has been terminated. Bureaus, however, are requested to continue wire filing coverage change reports on the first and sixteenth of each month. [redacted]

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17. Station Listings: 1 March has been set as a tentative cut-off for listings to be contained in the 1963 edition of "Broadcast Stations of the World." It is expected that the publication will be available for distribution in July 1963. [redacted]

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18. British Embassy Visitors: Two representatives of the British Embassy visited the Radio Propaganda Branch to discuss its research tools and techniques and to raise some substantive questions inspired by branch reports. They took the occasion to convey the appreciation of the Foreign Office for the FBIS studies received through distribution in London. [redacted]

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19. Mediterranean Bureau: Two single curtain rhombic antennas at 120 degree reception orientation from the original antennas on the same poles with other antennas were constructed to improve reception from Russian regional and Sana, Yemen. Signals have been improved with gratifying results. [redacted]

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20. Press Scrutiny: In December 88 percent of Daily Report pages were devoted to broadcast material and 12 percent to press scrutiny. [redacted]

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21. Bureau Audits: Audits have been completed at the Okinawa, London and Mediterranean Bureaus. Other bureaus may expect to have an audit team visit them during 1963. Much of the auditors' interest center around the Property and Financial records. Therefore, bureaus should periodically check procedures outlined in the 30 and 45 Series of FBIS Regulations to ascertain that records are being kept accordingly. [redacted]

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22. Insurance Premiums: Employees are reminded that insurance premiums are due and payable in advance on the first of each month. To be up to date, each card should show one month in advance of the current month after each entry. When mailing a payment, please enclose the "Record of Payments" card. [redacted]

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23. Fitness Reports: The Office of Personnel has asked that rating letters on fitness reports be confined to one letter. Slant (P/S) or plus (P+) ratings should not be used. Nuances and shadings in the individual's performance may of course be elaborated in the narrative section of the report. Bureau Chiefs are also urged to observe carefully the deadlines on submission of fitness reports. A concerted campaign is underway throughout the Agency to reduce the number of delinquent reports. [redacted]

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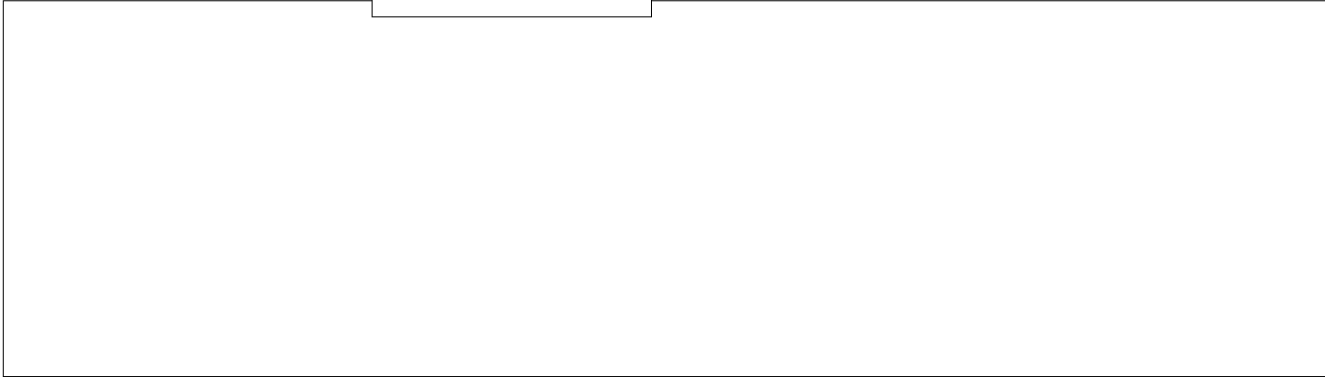
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24. FBIS Regulatory Issuances: The following regulatory issuances
were disseminated: 



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U-N-C-L-A-S-S-I-F-I-E-D

SUBJECT: Letter of Information

EDITORIAL COMMENT

GENERAL

1. Corrections provided by field bureaus in reply to queries from headquarters require the same message format as corrections filed on the bureaus' initiative in order to assure that all recipients of the original item are alerted to the need for correction. Therefore they should carry the word CORRECTION in the flag line and the reference to whose message is being answered in the first line of the text.

2. Headquarters Queries: Difficulties have arisen in replies to headquarters' queries specifically addressed to field duty editors but answered by communications personnel apparently without consulting an editor. Communications personnel should handle simple reruns to clear garbles, but other queries should be passed to an editor to insure that all questions are answered completely and that a formal correction is sent to all recipients when necessary.

In the interest of clarity and speed, editors should be as responsive as possible in their replies to queries even if it means repeating information already supplied in another message. Field replies such as "See Doe's 123456 for correction to this item" when the answer itself could have been provided in a sentence often causes unnecessary delay.

3. Natural phenomena such as eruptions, earth tremors, etc. are of interest primarily to Wire Service consumers and should be filed not as briefs but as regular items to facilitate handling by Wire editors.

African Bureau

The Bureau is commended for its coverage of the coup in Togo and the events following the assassination of President Olympio. The filing of important items outside the leased period and the corrections supplied from later better reception were especially helpful.


U-N-C-L-A-S-S-I-F-I-E-D

U-N-C-L-A-S-S-I-F-I-E-D

SUBJECT: Letter of Information

ADMINISTRATION

1. New Employees



Assignment

Intel. Analyst, Support Sect.
RFB

STAT

Secretary
Office of the Chief

2. Reassignment



From

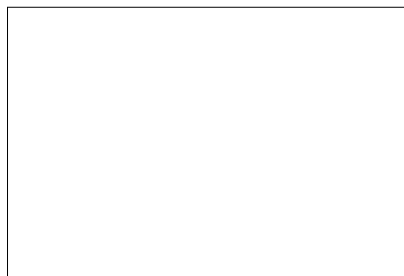
Editor
Mediterranean Bureau

To

Editor
West Coast Bureau

STAT

3. Resignations



From

Admin. Officer
West Coast Bureau

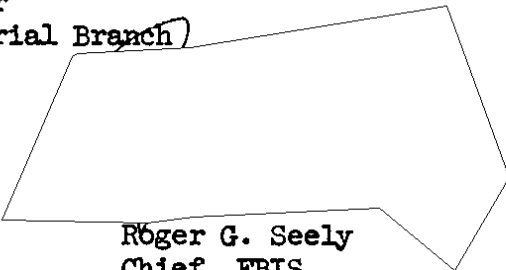
(Deceased)

STAT

Secretary
Office of the Chief

Editor
Editorial Branch

STAT



Roger G. Seely
Chief, FBIS

U-N-C-L-A-S-S-I-F-I-E-D